



# Iowa Department of Transportation

## International Fuel Tax Agreement (IFTA) First Quarter News

April 2011

### May 2 is the first quarter due date

May 2 is the due date for filing your tax return and submitting payment, if owed. **Remember:** Returns and payments postmarked after May 2 will have a late penalty and interest added – and you may be required to post a cash bond for the next four IFTA quarters. Remember to review the tax return instructions.

### Motor carrier services to merge

In last quarter's newsletter you were told of plans to combine International Registration Plan (IRP), IFTA, Unified Carrier Registration (UCR), and travel authority services. Beginning May 1, the contact numbers for these areas will be 515-237-3268. The fax numbers will remain IRP 515-237-3225 and IFTA/UCR 515-237-3354.

### Online processing

Are you still submitting paper returns and risking unnecessary penalties and interest due to calculation errors and missed deadlines? Eliminate this risk and submit your IFTA tax returns using the Iowa Department of Transportation's (DOT) Office of Motor Carrier Services' IFTA/IRP online system.

Carriers using the IRP online system can also use the IFTA online system. If you are not a current user and are interested in using the online system, do not wait until the filing deadline to get your password; call the Office of Motor Carrier Services at 515-237-3224 or e-mail [omcs@dot.iowa.gov](mailto:omcs@dot.iowa.gov) now. The IFTA Quick Reference Guide Online Transactions is available at [www.iowadot.gov/mvd/omcs/iftaweb.pdf](http://www.iowadot.gov/mvd/omcs/iftaweb.pdf).

Once you have your password, log on to the website using the instructions on the next page of this newsletter, **do not follow the instructions on the website where you log on**. Remember to write down your password and keep it in a place where it can be retrieved. It will need to be changed every 240 days.

### IFTA auto upload of tax returns

Our IFTA system allows for uploading individual or multiple tax returns at one time via an imported text file feature. If you keep a separate spreadsheet or program tracking your miles and gallons of multiple units, this feature is for you. As a process agent, imagine filing 500 tax returns in a matter of seconds. *Save time – save money.* For details and assistance, contact Deb Roeder at 515-237-3255 or e-mail [omcs@dot.iowa.gov](mailto:omcs@dot.iowa.gov)

### Reminders

- **IFTA and IRP suspensions**

Under Iowa law, if a carrier has an IFTA suspension for not paying IFTA fees, the carrier will also have an IRP suspension until the debt is satisfied. The law also requires suspension of IFTA if the IRP fees are not paid. This is another reason to file your tax return through the website.

- **Express mail services**

Before using express mail services, customers should check delivery and pick up schedules. Some customers request materials be returned by United Parcel Service's (UPS) express mail; however, UPS does not stop on a daily basis at the Ankeny location. (Reminder: If a customer uses UPS express mail, the address information must be typed on the shipping label and not handwritten.)

### Contact the Office of Motor Carrier Services

Phone: 515-237-3224

Fax: 515-237-3354

E-mail: [omcs@dot.iowa.gov](mailto:omcs@dot.iowa.gov)

Website: [iowadot.gov/mvd/omcs](http://iowadot.gov/mvd/omcs)

### Mailing address

P.O. Box 10382, Des Moines, Iowa 50306-0382

### Physical address

6310 S.E. Convenience Blvd., Ankeny, Iowa 50021  
(Exit 89 on Interstate 35)

## Frequently asked questions

### How do I sign in to the website?

Sign on to: <https://mcs.iamvd.com>

Enter your client ID in the “Account Id” field.

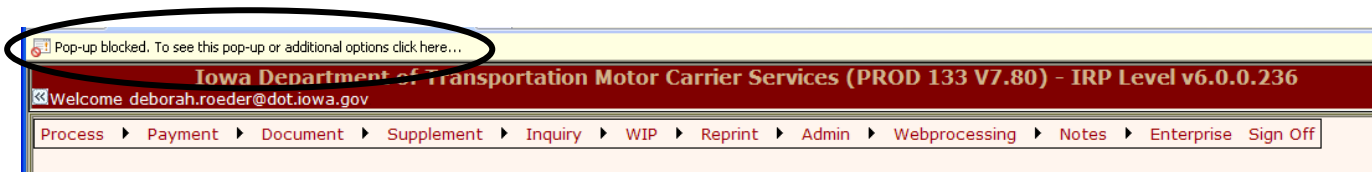
Enter your “Password.”

Click on the drop-down box and select then “**External User.**”

Click on the “Sign In” button.

### When I press “View Invoice” nothing happens. What should I do?

Your pop-up blocker is blocking the window from opening. If you look at the space above the red banner as shown below, you will see the “Pop-up blocked” alert. Follow the instructions to “Always allow pop-ups from this site.” This is a one-time change.



### What do I really enter in the “Account Id” field? The example shown is “Joe.smith”

Always enter your “client ID” number.

### I cannot access the system. What do I need to do?

Typically, you cannot access the system because your CAP LOCK is on. Passwords are case sensitive and are required to be at least eight characters. Passwords must have at least one uppercase and one lowercase letter and either a number or a symbol. An example of an acceptable password would be something like your last name and address numbers: Idot1234.

### Can I pay online?

At this time, only if you have an escrow account with the Office of Motor Carrier Services. Contact the Office of Motor Carrier Services to establish an escrow account. The escrow account can be shared between IFTA and IRP, and it is a great way to speed up processing.

### Why do I have to change my password?

Passwords are changed for security purposes. Too many times we hear about people “losing their identity” through the Internet. The Iowa DOT takes every precaution it can to keep this from happening to you.

### Can I use the same password I use for Iowa tax?

If it meets the same criteria, yes.

**REMINDER:** IFTA and IRP share a password in our online system. If two different areas handle IFTA and IRP, you must coordinate the password and security questions.